

Job Description
Missouri State Highway Patrol

Class Title: Laboratory Evidence Technician II

Title Code: V00526

Effective Date: 03/17/95

Date Reviewed:

Date Revised: 10/24/05

Immediate Supervisor: Criminalist Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is responsible technical position in which the employee collects and processes biological samples from convicted offenders and sexually violent predators. Work includes the cleaning, repairing, and monitoring of laboratory equipment; working with biological and chemical hazards; administering preliminary tests; processing evidence for latent prints; completing discipline specific forms; and communicating with law enforcement agencies, attorneys, Department of Corrections and Department of Mental Health reference cases or DNA Profiling. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Cleans, repairs, and monitors laboratory equipment; contacts manufacturer to obtain assistance in repairing equipment; observes and assists in the calibration and maintenance of selected laboratory equipment; performs quality control checks and readings on laboratory equipment and storage facilities.

Collects and/or receives biological samples from convicted offenders and sexually violent predators for the DNA Profiling system per statutory requirements; takes fingerprints and records identifying information; enters information into a database and properly stores samples.

Orders, stocks, prepares, stores, and properly disposes of chemicals, enzymes, reagents, gels, buffers, and supplies necessary to perform laboratory tests; maintains an inventory and reorders as needed.

Completes discipline specific QA/AC forms; keeps very detailed notes in a logical, legible manner of work performed to be incorporation into a report prepared by the laboratory evidence technician and/or criminalist.

Incorporates proper safety precautions at all times (e.g., wearing laboratory coat, gloves, goggles, mask, etc.) when handling and processing evidence and convicted offender samples.

Maintains the integrity of evidence and DNA Profiling samples by following standard chain of custody procedures (e.g., locating, sealing or unsealing, initialing, dating, labeling, and retrieving or returning to proper storage area).

Administers preliminary tests on biological samples (e.g., blood, urine, saliva, semen, vaginal secretions); develops latent prints; collects and preserves trace evidence (e.g., hair, fibers, paint, glass, etc.); and prepares biological samples for DNA analysis utilizing proper chemicals, supplies and equipment (e.g., tubes, forceps, scissors).

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Prepares evidence, equipment, and supplies to be utilized by the laboratory evidence technician and criminalist; defers to criminalist in areas of uncertainty; answers questions from criminalist reference evidence examined.

Follows standard operating procedure in retrieving, collecting, examining, and storing evidence and DNA Profiling samples.

Contacts police agencies and prosecuting attorneys' offices reference cases; documents communications and advises appropriate criminalist.

Trains Department of Correction's and law enforcement agencies personnel regarding the collection, preservation and tracking of DNA profiling samples.

Adheres to the proper procedures for accepting and returning evidence to maintain chain of custody.

Observes other laboratory personnel or criminalists conducting crime scene investigations.

Performs job-related travel in-state and out-of-state to assist in crime scene investigations, attends training seminars, collects DNA samples, and appears in court, as needed.

Maintains manual and computer databases, inventories and QA/QC logs.

Prepares evidence and exhibits for court appearances; may appear in court as a witness; maintains report files; issues periodic and special reports as assigned.

Assists with training lower level Laboratory Evidence Technicians in laboratory procedures.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the techniques and procedures in examining, processing, and developing evidence reference latent prints, trace evidence, DNA profiling and DNA Casework.

Knowledge of the methodology used in the processing of porous and nonporous specimens for latent prints.

Knowledge of the chain of custody of evidence reference latent prints, trace evidence, DNA profiling and DNA Casework.

Knowledge of the preparation of evidence for court appearances.

Knowledge and practice of the safety rules and procedures associated with laboratory equipment and chemicals, to include, but not limited to, biohazardous and radioactive materials.

Knowledge of the statutory requirements and Patrol policies and procedures reference the dissemination of information.

Knowledge of the basic chemistry and photography.

Knowledge of basic computer software programs (e.g., Microsoft Word, Excel, etc.).

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

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Ability to calibrate, clean, repair, and maintain sensitive laboratory equipment.

Ability to perform work in accordance with prescribed procedures; make accurate observations of test results; and prepare accurate documentation to be utilized by the laboratory evidence technician and/or criminalist.

Ability to maintain composure while under cross-examination in regard to personal and professional qualifications and defend findings of fact.

Ability to establish and maintain harmonious working relations with others.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to compile and prepare information for courtroom presentation.

Ability to use laboratory equipment and personal computer.

Ability to recognize and identify minute details.

Ability to transport tools, equipment, and evidence necessary to perform evidence examination.

Ability to perform job-related travel (e.g., appearing in court, participating in crime scene investigations, collecting blood samples at prison facility, and attending training seminars, meetings, etc.).

Ability to correctly measure and prepare chemicals, enzymes, reagents, and buffers utilized in evidence and DNA analysis.

Ability to communicate with police agencies, prosecuting attorneys and other state agencies.

Ability to collect biological samples from convicted offenders and sexually violent offenders in accordance with statutory requirements.

Ability to maintain manual and computer databases, inventories, and QA/QC logs.

Ability to train lower level Laboratory Evidence Technicians.

Ability to accept safety hazards and potential personal harm associated with evidence examination and DNA profiling.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to type 30 words per minute with 10 or fewer errors.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED.

Two years as a Laboratory Evidence Technician I or comparable experience.

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NECESSARY SPECIAL REQUIREMENTS

Must be a resident of Missouri at the time of appointment.

Must possess a valid Missouri driver license at the time of appointment.

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.